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UNITED STATES MISSION - BOGOTA
VACANCY ANNOUNCEMENT

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No. 066

Job vacancy

July 18, 2011

OPEN TO: All Colombian Citizens

POSITION: HUMAN RESOURCES CLERK AND TRAVEL ASSISTANT
SUPERVISORY OFFICE – EXO (0011857P AND
0011857Q)

OPENING DATE: Monday, July 18, 2011

CLOSING DATE: Monday, August 1, 2011

WORK HOURS: Full time; 40 hours/week

SALARY: FSN/PSC – 8 Col. Ps. \$39,538,411.00 –
Col. Ps. \$65,238,379.00

Final salary determination based on incumbent documented salary history, not to exceed the maximum amount established in this advertisement.

TO APPLY

- If you meet all the requirements for this position, please submit a Foreign National Employment application form no later than the closing date at 4:00 p.m. Eastern Standard Time.
- Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.
- Applicants must request an application form at the Embassy reception desk or you may print it out by accessing the Embassy web page: <http://bogota.usembassy.gov>

under “Recursos Humanos-Vacante”. The form may be requested via e-mail at: BogotaHR@usaid.gov

SUBMIT APPLICATION TO:

American Embassy
c/o USAID Human Resources Section
Carrera 45 No. 24B-27
Bogota, Colombia

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

APPLICANTS WHO ARE NOT SELECTED FOR INTERVIEWS WILL NOT BE CONTACTED.

PROFILE OF THE POSITION

The U.S. Agency for International Development is seeking an individual for the position of Human Resources Clerk and Travel Assistant for the Executive Office – EXO.

BASIC FUNCTION OF POSITION

The position is located in the Executive Office of USAID/Colombia. The primary purpose of this position is to serve as the Human Resources Clerk and Travel Assistant. As the Human Resources Clerk, the incumbent serves as a back-up to The Human Resources Assistant (HRA). He/she provides advice and assistance on personnel policies and regulations; serves as back-up Mission liaison with the Embassy Human Resources Offices; assists the HRA in his/her functions as the Mission's Training Officer; assists the HRA in maintaining the Mission's automated staffing patterns, WebPass and personnel logs; and assists the HRA in the recruitment and hiring processes. As the Travel Assistant, the incumbent administers all entitlement and participant training travel for Mission employees, including updating travel policies, creating budgets, issuing authorizations, and managing travel log files. In addition, the incumbent serves as the dedicated TraiNet Operator for the Mission, which includes entering all information related to U.S. participants in the TraiNet system and completing all formalities required for processing J-1 visas.

MAJOR DUTIES AND RESPONSIBILITIES:

As a USAID employee, the incumbent carries responsibility to understand and incorporate the Agency's five core values in all aspects of his/her work. These core values are: 1. Customer Focus, 2. Results Orientation, 3. Empowerment and Accountability, 4. Teamwork and Participation, and 5. Valuing Diversity.

1. Human Resources Clerk

- Serves as back-up to the Human Resources Assistant (HRA).
- Serves as back-up Mission liaison with the Embassy Human Resources Office (HRO) on all matters related to Foreign Service National, USDH, USPSC, DLI and TCN staff.
- Keeps informed of local labor law, practices, policies, and regulations.
- Provides advice and assistance on personnel policies and regulations, such as preparation of performance evaluation reports, work objectives, etc. Follows up the due dates list of these activities in order to assure timely compliance by the supervisors.
- Assists the HRA with administrative activities relating to recruitment and hiring processes: receipt/file of applications, preparation of score sheets, distribution of applications to members of selection committees, scheduling interviews, coordination of security and medical clearances, budget preparation, and the organization of personal services contracts.
- Assists the HRA in maintaining the Mission's automated mission staffing patterns, WebPass and all personnel logs.
- Assists the HRA in his/her functions as the Mission's Training Officer and serves as alternate Secretary to the Mission's Training Committee.
- Under the supervision of the HRA, is responsible for the international travel arrangements of USDHs, TCNs, DLIs and USPCs relating to home leave, R&R, transfer, emergency visitation travel, emergency evacuation, medical evacuation, etc. Advises staff of travel regulations, weight allowances, etc.
- Coordinates and/or prepares diplomatic notes with the Human Resources Office in the Embassy regarding arrivals, departures, visas, exonerations, and official carnet and driver's licenses for USDHs, Off Shore USPSCs, TCNs, DLIs and Chiefs of Party for institutional contractors. For this purpose, maintains close and direct contact with the Embassy HRO staff.
- Serves as the Human Resources Office file custodian.
- Performs all other duties necessary for the achievement of the results as required.

2. Travel Assistant

A. Entitlement Travel

This position is responsible for administering all entitlement travel for the Mission employees. The incumbent must be well versed in all travel policies and regulations, and act proactively to find updated travel related information. The incumbent is expected to provide guidance to the traveler on his/her entitlements, depending on the type of travel that s/he will perform. The position is in charge of issuing travel authorization requests and budgets, and completing the travel voucher for the employee and family. The incumbent shall work with the General Services Office for the transportation of household effects, and with the travel agency for airline tickets.

The Travel Authorization process includes:

- a) Receives the travel request and the reservations made by the employee.
- b) Reviews the request to ensure all appropriate information is available.
- c) Calculates/formulates the travel budget request.
- d) Processes the travel authorization in the E2 travel system.
- e) Requests funds availability and obligation from the FMO Office.
- f) Sends TA for electronic signature of the Executive Officer and Deputy Director and/or Mission Director.
- g) Maintains a spreadsheet system to track and generate travel reports to provide comprehensive information to the Executive Officer and Mission Director regarding total expenses, trip duration, destinations and purpose. Keeps careful files of all travel requests and authorization documents according to USAID regulations.

B. TraiNet Operator

- Checks the forms submitted by the Cognizant Technical Officers (COTRs) to ensure that they are complete, consistent and accurate and that all information is in accordance with the Participant Training ADS Chapters 252 and 253 and the requirements of the training institutions. Assists the participants in completing all other pre-departure instructions. Drafts and types correspondence on participant trainees and prepares correspondence to appropriate Mission, USAID/Washington and the GOC. Responsible for maintaining and updating training information, pamphlets, brochures, etc. Enters all information related to US participants in the TraiNet system at least 14 weeks in advance. Completes all formalities required for processing visas under the established J-1 visa and Consulate regulations. Once the training is completed, updates the information in the TraiNet accordingly.
- Takes the lead in the preparation of Mission Orders regarding the participant training programs and she/he is responsible for updating said Mission Orders.
- Instructs the office chiefs and COTRs on all the requirements of the participant training program in order to assure a smooth implementation of the program. Holds periodic meetings with the CTORs to review status of the program, identifies bottle necks and problems and offers solutions.

REQUIRED QUALIFICATIONS:

Note: Candidates who do not meet these required qualifications will not be considered.

- a. Education: Completion of College Studies as bilingual secretary or other related administrative area .
- b. Prior Work Experience: Minimum three to five years of general office experience. One year in the area of institutional travel administration. At least one year of related experience with the U.S. Government or International Organization preferred.
- c. Post Entry Training: USAID personnel policies, rules and regulations. TraiNet and WebPass operation. Available USAID training relating to participant training program and personnel management. On-the-job training in USAID personnel practices and day-to-day work. AID travel regulations (FAM, ADS, FTR), travel manager program, understanding and using airline schedules.
- d. Language Proficiency: Level IV fluent written and oral English and Spanish skills are required.
- e. Knowledge : Must have a strong knowledge or the ability to learn and interpret USAID rules and regulations relevant to the participant training program and personnel administration. Must have good knowledge of personnel management and local labor laws. Must have good knowledge or the ability to learn USG Visa regulations related to the participant training programs. Must have good knowledge on travel regulations, dealing with travel agencies, ticketing, airline fare bases. Must be knowledgeable in entitlement travel regulations including but not limited to educational travel, emergency visitation travel, R&R, home leave/transfer, home leave/return to post and MEDEVACs. Must have the ability to read and interpret Federal Travel Regulations.
- f. Abilities and skills: Must possess strong analytical, communication and interpersonal skills. Demonstrated ability to establish and maintain effective relationships at all levels within the Mission personnel, counterparts, implementing partners, contractors, and high level Embassy Officers. Must have a high level of diplomacy, negotiation and persuasion skills. Must be customer service oriented. Must be able to respond sympathetically to all staff and resolve problems in a timely and positive manner. Must have strong computer and writing skills. Incumbent must possess highly developed multitasking and shifting of priorities skills.

POSITION ELEMENTS

- a. Supervision Received: Human Resources Assistant
- b. Available Guidelines: Appropriate sections of USAID's Automated Directives System (ADS), Federal Travel Regulations, TrainNet program, Mission Orders and other established USAID/Colombia and Agency administrative policies.
- c. Exercise of Judgment: Sound judgment is required to provide guidance and recommendations. Sound judgment is required to identify problems and make recommendations for possible solutions, as well as, judgment in when to report problems to the HRA.
- d. Authority to Make Commitments: None.
- e. Nature, Level, and Purpose of Contacts: Daily contact with all Mission staff, especially office chiefs and COTRs; frequent contact with Embassy Human Resources and Consular staff; eventual contacts with counterparts, implementing partners and contractors, GOC officials and private sector business executives as needed.
- f. Supervision Exercised: This is a non-supervisory position
- g. Time Required to Perform Full Range of Duties: One year.

SELECTION CRITERIA

30 points: Evidence of strong English/Spanish writing and oral skills.

25 points: Interpersonal and organizational skills. Demonstrated teamwork ability and computer skills

25 points: Must possess strong analytical, communication and sound judgment is required to identify problems and make recommendations for solutions and problem solving.

20 points: Work experience demonstrated in relevant field or sector.

ADDITIONAL SELECTION CRITERIA

- 1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- 2. Current employees serving a probationary period are not eligible to apply.

APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES SECTION OF THE US AGENCY FOR INTERNATIONAL DEVELOPMENT BY MONDAY, AUGUST 1, 2011 NOT LATER THAN 4:00 P.M. EASTERN STANDARD TIME.

The US Mission in Colombia is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.